

# QUOTA CORRECTIONS

PA61



## PA61 - System Generated Quota Corrections



### **Instances where this infotype will need to be created are:**

- (1) During Audit an error is discovered in accrued absence quota beyond the fiscal year;
- (2) Employees transferring from non-participating agencies where the absence quota balance is accepted by the receiving agency;
- (3) Employees rehired within two pay periods where the employee must pay back annual lump sum payout;
- (4) Employee has received compensation through Workers' Compensation in addition to being compensated by their own leave. This is done by DFA Central Office HR.
- (5) Re-instatement – When an employee is reinstated with all benefits restored.

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Before you do a Quota Correction, make sure that you have thoroughly researched the discrepancy and that you have documentation to justify the Quota Correction.

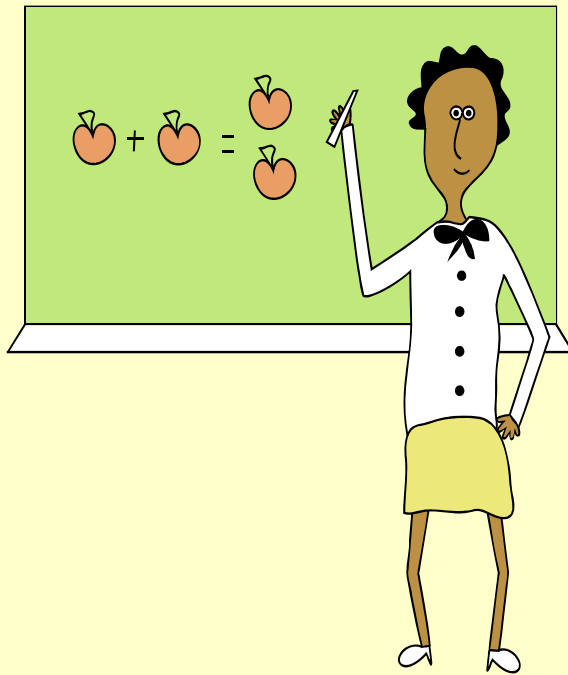
Always complete a Quota Correction and state the reason for the correction in the designated space in the form. The correction must be approved by the employee's supervisor and signatures are required.

Be specific in stating the reason for the correction including type of error and the dates affected.

When the process is complete file the form and supporting documentation in the employee's leave file.



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Eligibility should be researched before making quota corrections in the AASIS System

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If you conclude that the discrepancy between an employee's manual record and PT50 is due to a timesheet keying error always correct/change the timesheet. You can go back to 6-24-04, to change a time sheet.

**NOTE:** Be very careful with your changes to an employee's timesheet for prior pay periods. The changes you make may affect their paycheck.

If you are not sure what action to take whether it is to change the time sheet or do a Quota Correction, please call a member of the central office HR staff prior to taking any action.

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Time data Edit Goto Extras Utilities Settings System Help

**Maintain Time Data**

Personnel no. 100 Enter a personnel number; press enter

Name Deborah Davis

EE group 1 Regular State ... Pers.area FA04 DFA

EE subgroup UE Employee Cost Center 383230 ZOO

Working times Weekly calendar/...

Period

Fr. 012104 To 012104 Both dates should be the day the Quota Correction is done

Today Curr.week

A11 Current month

From curr.date Last week

To current date Last month

Curr.period Current Year

Choose

Direct selection

Infotype 2013 STy

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## PA61 - System Generated Quota Corrections

Time data Edit Goto Extras Utilities Settings System Help

**Maintain Time Data**

Personnel no. 100

Name Deborah Davis

EE group 1 Regular State ... Pers.area FA04 DFA

EE subgroup UE Employee Cost Center 383230 ZOO

Working times Weekly calendar/addtl data Time quotas Time managem...

Period

Fr. 012104 To 012104

Today Curr.week

A11 Current month

From curr.date Last week

To current date Last month

Curr.period Current Year

Choose

Direct selection

Infotype 2013 STy Enter 2013 in the 'Infotype' field

Enter a subtype or choose from the drop-down list.

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Or click Time Quota tab; highlight Quota Correction and enter dates and type of leave.



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Time data Edit Goto Extras Utilities Settings System Help

**Maintain Time Data**

Personal No. 100  
Name  
EE group 1 Regular State Em... Pers.area FA04 DFA  
EE subgroup UE Employee Cost Center 383230 ZOO

Working times Weekly calendar/add'l data Time quotas Time managem...

Infotype text E...  
Absences  
Attendances  
Time Events  
Overtime  
Substitutions  
Availability  
Time Transfer Specifications  
Employee Remuneration Info

Period  
Fr. 012104 To 012104  
Today Curr.week  
All Current month  
From curr.date Last week  
To current date Last month  
Curr.period Current Year  
Choose

Direct selection  
Infotype Quota Corrections STy 01 Annual Leave

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## PA61 - System Generated Quota Corrections

Infotype Edit Goto Extras System Help

**Create Quota Corrections**

Personal work schedule Activity allocation Cost assignment External services

Personnel No. 100 Name Deborah... Status Active  
EE group 1 Regular State Em... Personnel ar FA04 DFA  
WS rule MF01 5x8 Mond... SSN 012-66-0875  
Start 01/21/2004

Absence quota type 01 Annual Leave

Change accrual entitlement  
Quota number Hours  
Increase generated entitlement  
Reduce generated entitlement  
Replace generated entitlement

Change transfer time  
Transfer Do not change transfer time

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Never enter a negative figure here!!



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## PA61 - System Generated Quota Corrections

Infotype Edit Goto Extras System Help

**Create Quota Corrections**

Personal work schedule Activity allocation Cost assignment External services

Personnel No 100 Name Deborah... Status Active

EE group 1 Regular State Em... Personnel ar FA04 DFA

WVS rule MF01 5x8 Mond... SSN 012-66-0875

Start 01/21/2004

Absence quota type 01 Annual Leave

Change accrual entitlement

Quota number 8 Hours

☒ Increase generated entitlement

☐ Reduce generated entitlement

☐ Replace generated entitlement

Change transfer time

Transfer

Do not change transfer time

Do not change transfer time

Transfer collected entitlement immediately

Only transfer quota correction immediately

**ALWAYS select 'Only transfer quota correction immediately'**

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## PA61 - System Generated Quota Corrections

Infotype Edit Goto Extras System Help

**Create Quota Corrections**

Personal work schedule Activity allocation Cost assignment External services

Personnel No 100 Name Deborah... Status Active

EE group 1 Regular State Em... Personnel ar FA04 DFA

WVS rule MF01 5x8 Mond... SSN 012-66-0875

Start 01/21/2004

Absence quota type 01 Annual Leave

Change accrual entitlement

Quota number 8.00000 Hours

☒ Increase generated entitlement

☐ Reduce generated entitlement

☐ Replace generated entitlement

Change transfer time

Transfer

Only transfer quota correction immediately

**Click to validate**

**Click to save**

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## PA61 - System Generated Quota Corrections

Time data Edit Goto Extras Utilities Settings System Help

**Maintain Time Data**

List entry Week Month Year

Personnel no. 100

Name Deborah Davis

EE group 1 Regular State ... Pers.area FA04 DFA

EE subgroup UE Employee Cost Center 383230 ZOO

Working times Weekly calendar/addtl data Time quotas Time managem...

Infotype text E...

Absences

Attendances

Time Events

Overtime

Substitutions

Availability

Time Transfer Specifications

Employee Remuneration Info

Period

Period

Fr. 01/21/2004 To 01/21/2004

Today Curr.week

A11 Current month

From curr.date Last week

To current date Last month

Curr.period Current Year

Choose

Direct selection

Infotype Quota Corrections STy 01 Annual Leave

Record created

**You will receive this message**

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A successful Time Evaluation is necessary before you can view the results of The Quota Correction in AASIS.

Print a screenshot of the “before” and “after” the correction is made, and attach it to all other documentation. File in the employee’s leave file.